DOCUMENT RESUME

ED 450 369 CS 217 148

AUTHOR Carlisle, Vicky; Smith, Harriet; Baker, Fred; Ellegood, George; Kopay, Carol; Tanzer, Ward; Young, Diana; Dujordan, Jerome; Webster, Ron; Lewis, Sara Drew

TITLE Writing Skills for Technical Students. Fourth Edition.
ISBN ISBN-0-13-458860-6
PUB DATE 2000-00-00
NOTE 394p.; Produced by Delaware Technical & Community College, Jack F. Owens Campus, English Department.
AVAILABLE FROM Prentice-Hall Order Processing Center, P.O. Box 11071, Des Moines, IA 50336-1071 ($46.67). Tel: 800-643-5506 (Toll Free). Web site: http://www.prenhall.com.
PUB TYPE Books (010) -- Guides - Classroom - Learner (051) -- Guides - Classroom - Teacher (052)
EDRS PRICE Document Not Available from EDRS.
DESCRIPTORS Business Correspondence; *Grammar; Punctuation; Sentence Structure; *Technical Writing; *Writing Improvement; *Writing Skills

ABSTRACT

This self-paced text/workbook is designed for the adult learner who needs a review of grammar and writing skills in order to write clearly and concisely on the job. It offers career-minded students 14 individualized instructional modules on grammar, paragraph writing, report writing, letter writing, and spelling. It is designed for both self-paced or teacher-directed classroom learning. New to this edition are: improved writing modules with new samples of report writing; a Test-Teach-Retest approach; accessible segments of instruction with immediate activities; feedback after every module; behavior module objectives geared toward student performance; accessible reading level with clear explanations and a friendly, second-person approach; and meaningful and relevant examples, many drawn from technical areas. Modules in the book cover: verbs, adjectives and adverbs, phrases, subject-verb agreement, sentence patterns, punctuation, fragments and run-ons, pronouns, paragraph writing, shifts, clarity, accelerating techniques, module writing, and business letter writing. An appendix offers spelling aids. (RS)

Reproductions supplied by EDRS are the best that can be made
from the original document.